

NATIONAL CLEANER PRODUCTION CENTER FOUNDATION

NOTICE OF 5TH EXTRAORDINARY GENERAL MEETING

Notice is hereby given that the Extraordinary General Meeting of **National Cleaner Production Center Foundation** (Foundation) will be held on Thursday, 28th March, 2019 at 3:00 P.M at office of the company situated at Refinery General Office [MDC Hall] Post Office, Morgah, Rawalpindi-Pakistan.

Agenda of meeting will be to consider and approve the following:

Sr.No.	AGENDA ITEM
1.	To confirm "Minutes of 16TH Annual General Meeting" held on October 31, 2018.
2.	To elect Nine (9) directors of Company as fixed by the Board of Directors in their meeting held on February 15, 2019, in accordance with the provisions of Section 159 of The Companies Act, 2017 for a term of 3 years commencing from March 28, 2019 in place of existing retiring directors who are eligible for re-election. Names of retiring directors are as under: 1) Mr. M.Adil Khattak. 2) Syed Ahmad Abid. 3) Dr. Muhammad Ilyas Fazil. 4) Mr.Yawar Ikram. 5) Mr. Ejaz Hussain Randhawa. 6) Syed Asad Abbas. 7) Dr. Muhammad Anwar Baig. 8) Dr. Uzaira Rafique. 9) Dr. Amina Zubairi.
3.	Any other Business with the permission of Chair.

BY THE ORDER OF BOARD



Morgah Rawalpindi

Khizar Hayyat

5th March, 2019

Company Secretary

NOTES:**FOR CANDIDATES PARTICIPATING IN ELECTION OF DIRECTORS:**

Any member who seeks to contest elections of directors shall, whether he is a retiring director or otherwise, file with Company the following documents, at its Registered Office, not later than fourteen (14) days before the date of meeting at which elections are to be held:

- i. Notice of his/her intention to offer himself/herself for election of directors in terms of section 159 (3) of The Companies Act, 2017.
- ii. Consent to act as director in Form 28 under section 167 of The Companies Act, 2017.
- iii. He/ She should also confirm that:
 - He/ She is not ineligible to become a director of Company under The Companies Act, 2017 and any applicable laws and regulations.

PARTICIPATION IN EXTRA-ORDINARY GENERAL MEETING:

A member entitled to attend and vote at the meeting is entitled to appoint any other member as his/her proxy to attend and vote (not in case of poll). Proxies in order to be effective must be received at the Registered Office of the Company, Post Office Refinery Morgah, Rawalpindi-Pakistan, duly stamped and signed not less than 48 hours before the time of meeting.

CLOSURE OF MEMBERS' BOOKS:

Members Books of Company will remain closed and no induction of members will be accepted for registration from March 21, 2019 to March 28, 2019 (both days inclusive).